# WISER: Find POs, Vouchers, Suppliers (Vendors)

Enterprise Reporting for the Modern Web

To view financial detail by Purchase Order, Voucher or Supplier (formerly known as Vendor), navigate to the WISER Main Menu and choose the 'Find POs, Vouchers, Vendors' link under the 'AP/PO' heading.
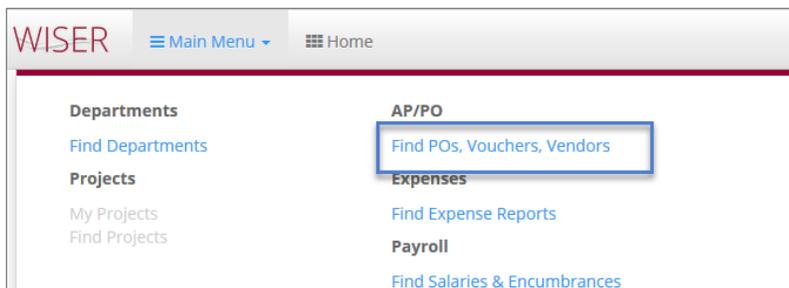

Purchase Order (PO) Search

On the 'Find AP/PO Data' page, select the 'PO Search' link in the first box to reach the PO Search screen.
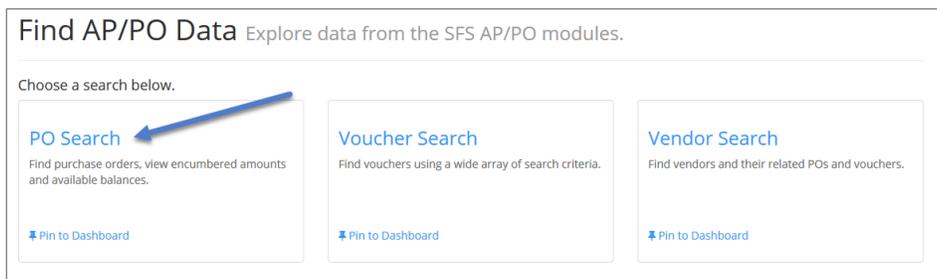
Search for Purchase Orders

On the next screen, one can 'Find POs' using the search field options.
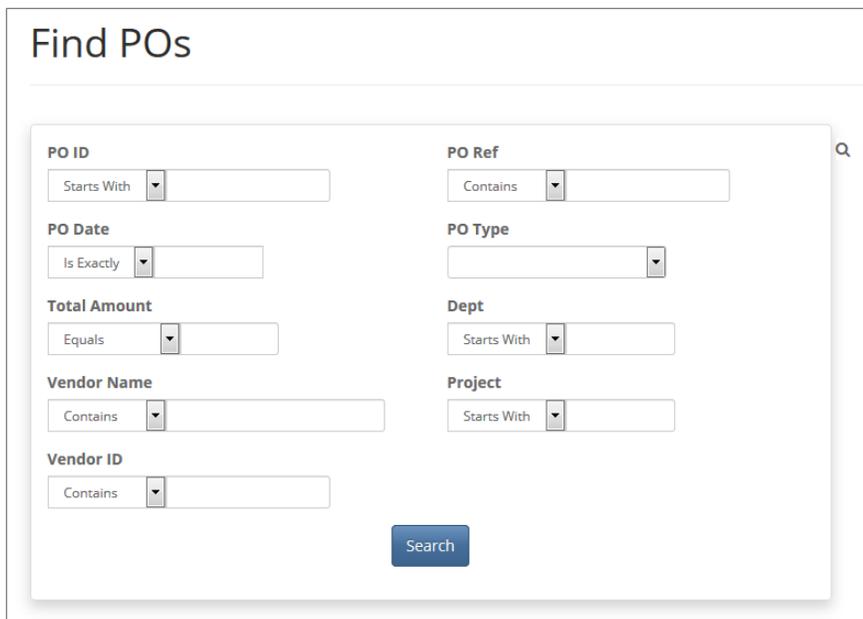
PO Search

On the 'Find POs' search screen, are the following search fields:

PO Search Options

PO ID
PO Date
Total Amount
Vendor Name
Vendor ID
PO Ref (Reference)
PO Type
Dept
Project

The **PO ID** field allows the user to search on complete or partial PO ID. **PO Date** can be an exact date or a date range. **Total Amount** is the total dollar amount of the purchase order equal to, greater than or less than the value entered. **Vendor Name** allows the user to search on purchase orders related to a specific supplier by name or partial name. The **Vendor ID** field will search on the exact or partial Vendor ID number. The PO Reference field may have relevant PO information, or it may be blank, depending on how individual institutions use this field in SFS. A full dropdown list of **PO Type** is available for searching. Also available are the **Department (Dept)** and **Project** values relating to the purchase order(s).

Once all the criteria have been determined, clicking [Search] will retrieve the results.
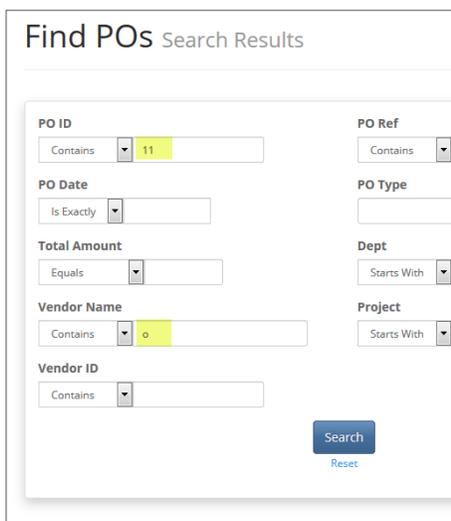
Search Tips:

- Search fields are not case sensitive in WISER.

- Any combination of available search fields may be used to narrow and expedite search requests.

- To update your search criteria, click the magnifying glass.
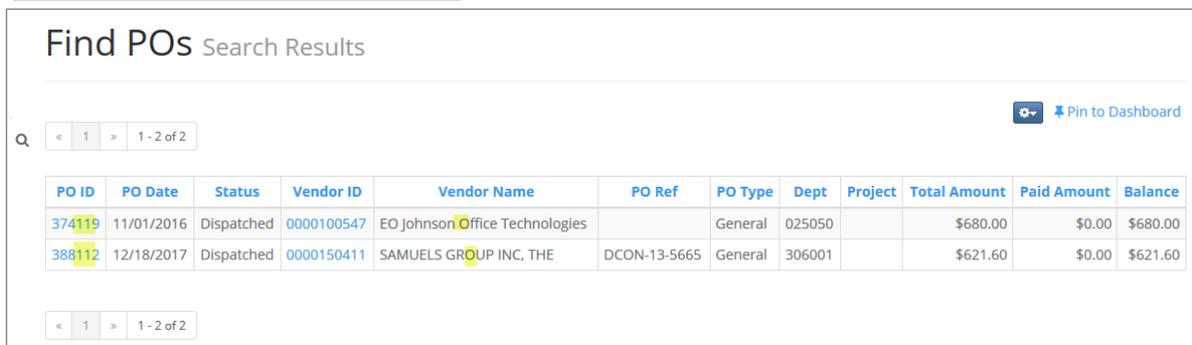
PO ID	PO Date	Status	Vendor ID	Vendor Name	PO Ref	PO Type	Dept	Project	Total Amount	Paid Amount	Balance
374119	11/01/2016	Dispatched	0000100547	EO Johnson Office Technologies		General	025050		$680.00	$0.00	$680.00
388112	12/18/2017	Dispatched	0000150411	SAMUELS GROUP INC, THE	DCON-13-5665	General	306001		$621.60	$0.00	$621.60

PO Search Example and results

On the 'Find POs Search Results' page, click any heading to sort the data by that field. The **Vendor ID** and **PO ID** fields are clickable hyperlinks, which take the user to respective detail information. The PO ID link pulls up the Purchase Order detail

information page which includes PO Line, Distribution and AP Invoice data for that purchase order.

374119 Purchase Order

PO Date	Status	Balance	Vendor	Buyer Name
11/01/2016	Dispatched	$680.00	0000100547 EO Johnson Office Technologies	CHARKOWSKI,DENISE

Lines

Line No.	Item Description	Category (NIGP Code)	UOM	Qty	Amount	Status
1	11/1/2016 - 10/31/2017 Maintenance Agreement	93955	EA	1	$680.00	Approved
					$680.00	

Distribution

Line No.	Sched No.	Account	Fund	Dept	Project	Program	Class	PO Qty	Status	Merch Amount
1	1	2460	136	025050		6		1	Canceled	$0.00
1	1	2460	136	025050		6		0	Open	$680.00
										$680.00

Invoices

Sched No.	Voucher ID	Payment Date	Line No.	Qty Vouchered	Merch Amount
					$0.00

PO Detail

0000100547 EO Johnson Office Technologies

Vendor Name	Short Name	Status	Vendor Class
EO Johnson Office Technologies	EOJOHNSONO-001	Approved	Corporation

Address	W9 On File?	W9 Effective Date	
PO Box 2290 Madison, WI 53701-2290	Yes	06/17/2009	

Recent POs Search

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| PO ID	PO Date	Vendor ID	Vendor Name	PO Ref	PO Type	Dept	Project	Total Amount	Paid Amount	Balance
384133	11/14/2017	0000100547	EO Johnson Office Technologies	DCON0595ENT-M15-MFDCOPIER-05	General	607300		$5,874.92	$0.00	$5,874.92
384125	11/09/2017	0000100547	EO Johnson Office Technologies	DCON-505ENT-M15-MFDCOPIER-05	General	400424		$6,230.44	$0.00	$6,230.44
384060	09/27/2017	0000100547	EO Johnson Office Technologies	DCON-505ENT-M15-MFDCOPIER-05	General	501128		$2,381.74	$2,381.74	$0.00
380414	08/16/2017	0000100547	EO Johnson Office Technologies	DCON-505ENT-M15-MFDCOPIER-05	Blanket Contract	010310		$23,000.00	$1,117.89	$21,882.11

Supplier Detail

The PO Search page results can be exported to Excel or pinned to the Dashboard.
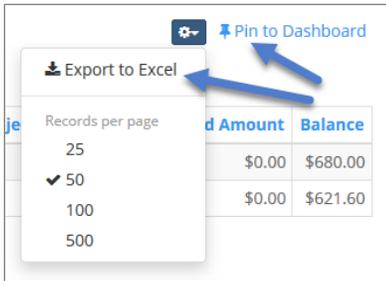
Voucher Search

To view financial information by Voucher, users can select the middle box on the 'Find AP/PO Data' search page and click the 'Voucher Search' option.
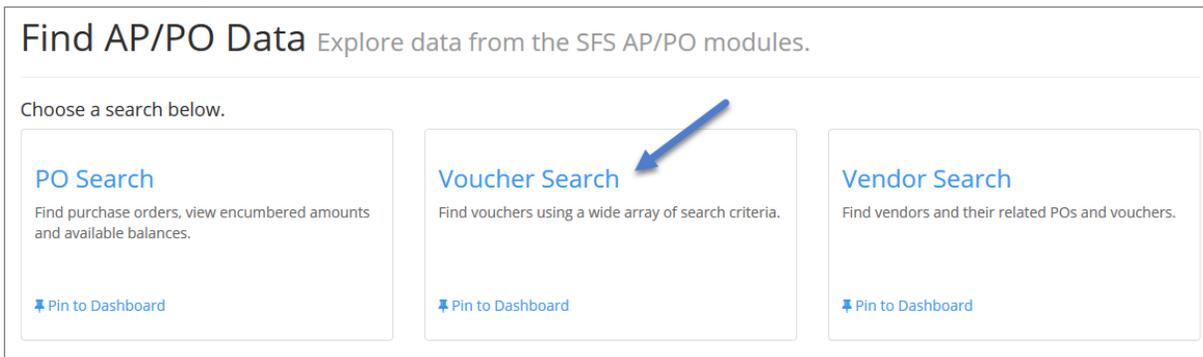
Voucher Search

Voucher Search Options

Voucher ID
Invoice Number
Invoice Date
Payment ID
Vendor ID
Vendor Name
PO ID
Journal Date
Line Description
Amount
Dept
Project
Include Payroll Deductions

The 'Find Vouchers' search screen lets the user search on a full or partial **Voucher ID** or AP **Invoice Number**. The **Invoice Date** can be on a specific date, before or after a specific date, or it can be a range of dates. Users can also search on the **Payment ID** number, **Vendor ID**, all or part of the **Vendor Name** (not case specific) and a full or partial **PO ID** associated with the Voucher. The Journal Date or date range, the Voucher **Line Description** and dollar **Amount** of the Voucher are also available as limiting criteria fields. In addition, the ChartField values of **Fund**, **Dept**, **Project** and **Account** can also be used to search for Vouchers. There is also a checkbox to "**Include Payroll Deductions**" in your Voucher search. The default is set to unchecked (not include Payroll Deductions).

Include Payroll Deductions Option

Once the user clicks [Search], the search itself can be pinned to a Dashboard or the search result information can be exported to Excel.

Pin the search to Dashboard or use the gear dropdown to choose "Export to Excel"

As with the PO Search, the Voucher Search allows users to drill into the hyperlinked Voucher ID and Supplier (Vendor) ID values on the Search Results page.

Find Vouchers Search Results

🔍 « 1 » 1 - 11 of 11

Click to drill in for more detail.

⚙️ 📌 Pin to Dashboard

Voucher ID	Voucher Unit	Invoice No.	Invoice Date	Vendor ID	Vendor Name	Description
00043127	UWSYS	2Q17	07/03/2017	0000002034	FOX WORLD TRAVEL	ADMIN FEES APR-JUNE
00043162	UWSYS	000177634	07/01/2017	0000002034	FOX WORLD TRAVEL	Accounts Payable
00043204	UWSYS	AMP0501526	05/01/2017	0000002034	FOX WORLD TRAVEL	Accounts Payable
00043205	UWSYS	AMP0727571	07/27/2017	0000002034	FOX WORLD TRAVEL	Accounts Payable
00043206	UWSYS	AMP0728574	07/28/2017	0000002034	FOX WORLD TRAVEL	Accounts Payable
00043207	UWSYS	AMP0727572	07/27/2017	0000002034	FOX WORLD TRAVEL	Accounts Payable
00043252	UWSYS	000181452	08/01/2017	0000002034	FOX WORLD TRAVEL	Accounts Payable
00043299	UWSYS	000185320	09/01/2017	0000002034	FOX WORLD TRAVEL	Accounts Payable
00043355	UWSYS	000188906	10/01/2017	0000002034	FOX WORLD TRAVEL	Accounts Payable
00043439	UWSYS	193192	11/01/2017	0000002034	FOX WORLD TRAVEL	Accounts Payable
00043514	UWSYS	000196654	12/04/2017	0000002034	FOX WORLD TRAVEL	Accounts Payable

00043127 Voucher

| **Business Unit** UWSYS | **Invoice No.** 2Q17 | **Invoice Date** 07/03/2017 | **Vendor** 0000002034 FOX WORLD TRAVEL | **Status** Posted | **Due Date** |
| **Gross Amount** $10,714.00 | **Discount Amount** $0.00 | **Freight Amount** $0.00 | **Sales Tax Amount** $0.00 | | |

Attachments

No attachments are associated with this voucher.

Lines

Vchr Line No	Item ID	Qty Vchr'd	UOM	Unit Price	Description	Merch Amount
1		0		0.0000	ADMIN FEES APR-JUNE	$10,714.00
						$10,714.00

Distribution

Vchr Line No.	Distrib Line No.	Account	Fund	Dept	Project	Program	Class	Qty Vchr'd	Monetary Amount
1	1	2620	106	401000		1		0	$10,714.00
									$10,714.00

Payments

Bank Code	Payment Ref	Short Vendor Name	Payment Date	Payment Amount	Status	Paid Amount
FRSTR	003498	FOXWORLD-001	07/28/2017	$10,714.00	Paid	$10,714.00
				$10,714.00		$10,714.00

Voucher Detail Page

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Supplier (Vendor) Detail Page

Supplier (Vendor) Search

From the "Find AP/PO Data" page, users can find valuable information about Suppliers and related transacations by clicking on the 'Vendor Search' link.

Supplier (Vendor) Search Options

Vendor ID
Vendor Name
Vendor Status
Street Address
City
State
Postal Code
Country

Find Vendors

Vendor ID

[   ]

Vendor Name

[Contains ▼] [   ]

Vendor Status

[All ▼]

Street Address

[Contains ▼] [   ]

City

[Starts With ▼] [   ]

State

[▼]

Postal Code

[Starts With ▼] [   ]

Country

[Starts With ▼] [   ]

[Search]

The full 10-digit *Vendor ID* can be entered in the *Vendor ID* field, or the remaining numbers once the zeros are truncated. The *Vendor ID* field defaults to an "ends in.." type of search. So, if one enters "17", the search will retrieve Vendor ID "0000000017". If one enters "1785", the search will retrieve Vendor ID "0000001785".

The *Vendor Name* field will allow for full or partial Supplier name entry. Using the *Vendor Status* field, users can look for 'Approved' status Suppliers, 'Unapproved' Suppliers or all Suppliers. Users can narrow their Supplier search based on physical location information also. The *Street Address*, *City*, *State*, *Postal Code* (Zip Code) and *Country* fields are searchable fields for Supplier address information.

Once the user clicks [Search], the search results page provides the Supplier information requested. There are clickable hyperlinks on the Search Results page which provide greater detail on the Supplier, any associated POs and/or Vouchers.

Find Vendors Search Results

Drill in for Supplier, PO or Voucher details

⚙▾ ⊤ Pin to Dashboard

« 1 2 3 4 5 6 7 8 9 10 … » 1 - 50 of 787

Vendor ID	Vendor Name	POs	Vouchers	W9 On File?	W9 Effective Date
0000008290	21ST CENTURY TEXTS	POs	Vouchers	No	
0000005753	4 SEASONS PRESS	POs	Vouchers	No	
0000004004	A & E CONTRACTORS/RENTAL/SUPPLY	POs	Vouchers	No	
0000004032	A D F VIDEO	POs	Vouchers	No	
0000004348	A-R EDITIONS INC	POs	Vouchers	No	
0000017429	ABBOTT PLASTICS	POs	Vouchers	No	
0000012109	ACCESS TO INDEPENDENCE, INC	POs	Vouchers	No	
0000004088	ACME PHOTO FINISHING	POs	Vouchers	No	
0000005730	ADMINISTRATION, DEPARTMENT OF	POs	Vouchers	No	
0000000127	AEROTEK	POs	Vouchers	No	
0000012658	AESENTION, INC	POs	Vouchers	No	
0000013728	AHLSTEDT, DEBORAH	POs	Vouchers	No	

Cannot go further – no data to show

Have questions or comments? Please contact wisdm-bug@lists.wisc.edu or click the link in the bottom right hand corner of any WISER page.

Questions or Comments?

Document Revision History

Author	Version	Date	Description of Change
Stacy VanWormer	1.0	02/19/2018	Initial Draft